

**Housing Authority of City of Burlington Wisconsin  
Riverview Manor  
February 22, 2018**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Wednesday, February 22, 2018 at 6:00 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

**COMMISSIONERS PRESENT:** Chairman Lapp, Vice Chairman Heck, Secretary Smith, Commissioner Merten, Commissioner Petersen and Manager Arlene Van Ess.

Minutes from the regular monthly meeting held January 17, 2018 were reviewed and approved as written with a motion by Heck, seconded by Merten, and carried unanimously.

**FINANCIAL REPORT:** Reserve Account balances as of January 31, 2018. (See statement balance sheet). The Certificates of Deposits closed at BMO have been deposited at Associated Bank. Signatures cards will be updated for all accounts.

**OCCUPANCY REPORT:** Manager Van Ess reported 41 on the waiting list for one bedroom units and 8 for two bedroom units.

**BUILDING AND MAINTENANCE:**

C & N Drywall gave a bid of \$725 for drywall for Apartment 129. The flooring to be replaced by Ketter for \$3,438.00 Motion to proceed by Petersen seconded by Heck and carried unanimously.

There was Board discussion on providing supplemental air conditioning to the community room. The bid from Troy Ketterhagen was \$3,675.00 to install a "through the wall" sleeve under the windows in the front area of the community room. This bid includes a \$300.00 allowance towards electrical for new A/C unit. Unit would be approximately another \$450.00. Will obtain another bid for comparison.

The Board discussed improving the camera system in our complex. Manager Van Ess provided a bid on an updated system through Tyco for \$8,166.00 with a monthly fee of \$140.00. There will be further discussion on this in March.

A new water heater was installed by Solofra Plumbing for \$7,300.00.

**COMMUNICATION:** Copies of the monthly operating statements, bills and bank statements were dispersed and reviewed by board members.

**NEW BUSINESS:** The Board discussed purchase of two AED units at a cost of \$1,695.00 each. Additional bids will be obtained.

The board discussed digitizing our files to replace and eliminate old paper files and free up limited storage space. A request to purchase a higher quality desktop scanner was submitted by Manager Van Ess at a cost of \$419.00. Manager Van Ess is also researching the cost of a multi printer/scanner combination.

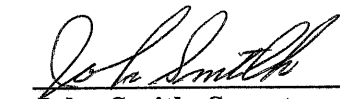
Manager and Assistant Manager will be going to training sessions in Rockford for FHA software and Oshkosh for RD program. There was a motion by Petersen, seconded by Heck and carried unanimously to approve cost of training sessions.

**RESIDENT COMMENTS: None**

**UNFINISHED BUSINESS: None**

**OTHER BUSINESS: None**

**ADJOURNMENT: There being no further business, motion to adjourn was made by Petersen, seconded by Merten, and carried unanimously. Meeting adjourned at 6:55 P.M. The next monthly meeting is tentatively scheduled for March 14, 2018 at 6:00 p.m.**

  
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John Smith, Secretary